

Electronic Installment Payment

5/5/05

- Open CM/ECF
- Click on **Bankruptcy**
- Click on **Miscellaneous/Other**
- Enter the **Case Number**
- Click on the **Next** button
- Scroll down and locate:
 - Installment Payment to be paid by attorney (Chapter 11) or
 - Installment Payment to be paid by attorney (Chapter 13) or
 - Installment Payment to be paid by attorney (Chapter 7)
- Click on the appropriate docket event.
- Click on the **Next** button.
- Verify the case number and debtors' name(s). If all is correct, click on the **Next** button.
 - If this is not the correct case, click on the back button twice and enter the correct case number.
- Select the debtor(s) as the party.
- Click on the **Next** button.
- Date document filed defaults to current date - leave as is.
- Enter the amount of the fee you are paying.
- Click on the **Next** button.
- Review the docket text and add any additional text to the second text box.
- Click on the **Next** button.
- Click on the **Next** button to submit this entry.
- You may click on the **Pay Now** button and follow the procedures above for Electronic Payment **or** click on the **Continue Filing** button to continue filing and make the payment after completion of filing other documents.